Comprehensive Review: (Performed by a peer on 100% of cases)

Criteria for Comprehensive Review

The scope of the Comprehensive Review includes, but is not limited to all chain of custody documents, all notes, raw data, examination of packaged evidence and certificate of analysis.

1. Verify that the appropriate documentation is enclosed for comprehensive review.
   The following documents may included the drug receipt, control card, copy of daily balance sheet, copy of daily negative control sheet, drug analysis form, MS tracking log, MS sequence set up log, copy of tune report, raw data, and certificate of analysis.
2. Verify that the Drug Receipt (completed by both the submitting agency and evidence officer) is filled out completely.
   The following information should be documented on the drug receipt: submitting City or Department, name and rank of submitting Officer, name of the Defendant/s (if known), description of the sample, gross weight of the sample, assigned Laboratory number, signature of the evidence officer and the date received.
3. Compare the Drug Receipt and the actual evidence as recorded in the chemist's Drug Analysis Form.
   Check that any discrepancy between the drug receipt and actual evidence was noted.
4. It is not appropriate to perform part three when the chemist has signed the corresponding drug receipt. In order to remedy this issue, the following should be done:
   a. The chemist tries to avoid analyzing a sample if they have signed the drug receipt.
   b. If part 4a is not possible, another person reconciles the evidence before it is opened. (Laboratory or Evidence Office Supervisor.)
   c. The person who reconciles the evidence with the Drug Receipt will initial and date back of the control card and the chemist's Drug Analysis Form.
5. Verify which balance/s was used and daily balance check was performed.
6. Verify that a daily negative control was performed.
7. Verify that the Drug Analysis Form is filled out completely.
   The following information should be documented on the Drug Analysis Form: Lab number, Agency, Analyst's initials, # of samples tested, check evidence office gross weight, check the integrity of the sample (bag is sealed and initialed by officer), physical description of the sample, pre-and post analysis weight of the sample performed, preliminary and confirmatory test performed and the preliminary and confirmatory results are documented and dated..
8. Verify proper weighing, sampling technique used and math calculations.
9. Examine and verify the preliminary testing raw data (if applicable.)
   a. Verify which instrument was used.
   b. Verify the use of negative controls (blanks), standards and sample.
   c. Verify the negative control (blanks), standards and sample are within the acceptance criteria.
10. Verify that the MS Tracking Log is filled out completely (if applicable.)
    The following information should be documented on the confirmatory tracking sheet: Analyst's initials, Lab#, agency, preliminary results, comments, bracketing standards retention time, retention time of the sample, library quality match, sample results, date analyzed and sequence file name.

11. Verify that the MS Sequence Log is filled out completely and accurately (if applicable.)
    The following information should be documented on the confirmatory sequence sheet: Analyst, Setup date, Analyzed date, GC/MS system used, sequence file name, data file name, methods used, blanks used, standards used and lab #/s used for this run. Verify for the presence of the sequence log and Lab #.
12. Verify that the confirmatory instrument is working properly (if applicable.)
    a. For GC/MS & LC/MS/MS
        i. Verify that a tune report was performed and accepted.
        ii. Verify that a QC mix was performed and accepted.
    b. For IR
        i. Verify that internal polystyrene was performed and accepted.
        ii. QC mix???
13. Examine and verify the confirmatory testing raw data (if applicable.)
    a. Verify which confirmatory instrument was used
    b. Verify the use of negative controls (blanks), standards and sample.
    c. Verify the negative control (blanks), standards and sample are within the acceptance criteria.
14. Verify that the control card is filled out completely and accurately.
    The following analyst's information should be document on the front of the control card: preliminary results, net weight, # of samples tested, analyst's initials, # of tests, date analyzed and confirmatory findings. The back of the control card document the sequence file name.
15. Verify the accuracy of the drug receipt and control card.
    Ensure the following information is correct: Lab #, submitting agency, submitting officer, date submitted, defendant's name, description of the sample, and the gross weight.
16. Verify the accuracy of the control card and certificate of analysis.
    Ensure the following information is correct: Lab #, submitting agency, submitting officer, date submitted, description of the sample, defendant's name, # of items tested, net weight, drug identification and analyst.
17. Verify the accuracy of the certificate of analysis and the evidence envelop.
    Ensure the following information is correct: Lab #, submitting agency, defendant's name and date received.
18. Examine and verify packaged evidence.
    Ensure that the sample is sealed, labeled with the appropriate lab #, and analyst's initials.
19. Verify that the appropriate evidence envelope contains the correct certificate of analysis and package evidence.
20. After reviewing, sign and date the comprehensive review sheet.
21. Place comprehensive review sheet with the appropriate documents and file according to lab policy.